

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **FLEET SERVICES  
(10800)**  
Function: **General**  
Activity: **Other General**  
Fund: **FLEET SERVICES**

	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
Beginning Fund Balance	922,487	1,050,620	756,917 *	756,917 *
<b><u>ESTIMATED REVENUES:</u></b>				
662740 Charges for Mileage	2,128,906	2,524,085	2,580,939	2,580,939
OTHER INCOME				
640101 Interest	18,948	5,500	5,500	5,500
659000 Other - Gov Agencies	100,000	0	100,000	100,000
662741 Vehicle Maintenance Charges	322,316	322,317	378,075	378,075
673908 Other Income	2,035	4,000	4,000	4,000
680103 Sale of Fixed Assets & Other Sales	47,475	45,000	45,000	45,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>2,619,680</b>	<b>2,901,902</b>	<b>3,114,514</b>	<b>3,114,514</b>
<b><u>EXPENDITURES:</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>890,058</b>	<b>960,000</b>	<b>977,000</b>	<b>977,000</b>
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	295,483	293,813	349,263	349,263
710103 Extra Help	0	42,138	42,138	42,138
710200 Retirement	99,934	110,777	127,805	127,805
710300 Health Insurance	41,851	53,615	72,455	72,455
710400 Workers' Compensation	3,583	2,592	3,240	3,240
720200 Clothing & Personal Supplies	1,047	2,750	3,500	3,500
720300 Communications	2,262	2,500	2,800	2,800
720500 Household Expense	2,735	2,500	3,500	3,500
720600 Insurance Expense	366	415	415	415

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	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
OTHER OPERATING EXPENSES (continued)				
720605 Employer Share of Retiree Insurance	20,116	20,904	21,000	21,000
720800 Maintenance - Equipment	4,293	4,500	10,000	10,000
720900 Maintenance - Structures & Grounds	81	5,000	35,000	35,000
721000 Medical, Dental & Laboratory Supplies	96	100	100	100
721300 Office Expense	38,396	4,500	4,500	4,500
721400 Professional & Specialized Services	44,173	82,500	82,500	82,500
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	1,118	3,500	20,000	20,000
721900 Special Departmental Expense	900,173	10,000	30,000	30,000
722000 Transportation & Travel	720	3,500	6,000	6,000
722100 Utilities	15,056	18,000	20,000	20,000
730302 Retire Capital Leases	280,049	530,297	0	0
730330 Principal (GASB 87)	0	0	1,035,012	1,035,012
730504 Interest (GASB 87)	0	0	38,937	38,937
731000 Depreciation	0	650,000	131,348	131,348
731400 Intrafund Transfer - Cost Plan	97,401	97,401	97,401	97,401
<b>TOTAL EXPENDITURES</b>	<b>2,738,990</b>	<b>2,901,902</b>	<b>3,114,514</b>	<b>3,114,514</b>
<b>REVENUE OVER/(UNDER) (REV - EXP)</b>	<b>(119,310)</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS				
740300 Equipment	455,743	678,000	400,000	400,000
<b>TOTAL FIXED ASSETS</b>	<b>455,743</b>	<b>678,000</b>	<b>400,000</b>	<b>400,000</b>

\*Represents the Estimated Projected Fund Balance on June 30, 2021; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2021, which have not yet been processed.

## FLEET SERVICES

### COMMENTS

The General Services Fleet Services (formerly Central Garage) is an Internal Service Fund (ISF) that operates as a preventative maintenance and automotive repair facility to establish better utilization of County vehicles. Fleet Services controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles. The Administrative Office General Services Division provides administrative and fiscal review for this operation.

### WORKLOAD

	<u>Actual 2019-20</u>	<u>Estimated 2020-21</u>	<u>Projected 2021-22</u>
Sedans	118	109	115
Sheriff Vehicles	68	81	89
Pickups, SUV's, Vans	121	131	134
Trucks	0	0	0
Total Vehicles	307	321	338

### OTHER INCOME

**662740**     **Charges for Mileage** (\$2,580,939) is recommended increased \$56,854 representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. It is recommended that the following Central Garage mileage rates be approved for 2021-22:

Sedan	\$.57 per mile	Sheriff Vehicles	\$1.15 per mile
Pickups, Vans, SUVs	\$.64 per mile	Sheriff PPU, 4x4	\$1.15 per mile

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2021, is 56¢ per mile, and will be readjusted by the IRS on January 1, 2022.

\*Sheriff's Unit mileage charges will vary from \$.65 to \$1.15 per mile based on actual costs of units and equipment with an SRS (Safety Replacement Supplement) added for early replacement due to safety issues.

**640101**     **Interest** (\$5,500) is recommended unchanged, representing the revenue from reserve funds held in the Central Garage account

**659000**     **Other – Gov Agencies** (\$100,000) is recommended based on anticipated proceeds should the San Joaquin Valley Air Resources Board (SJVRB) grant be approved. The cost of the vehicles to be replaced with this grant are included in this budget but the actual purchase will not occur until the grant is approved.

## FLEET SERVICES

### OTHER INCOME (continued)

- 662741**      **Vehicle Maintenance Charges** (\$378,075) is increased (\$55,758) representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles.
- 673908**      **Other Income** (\$4,000) is recommended unchanged and is an anticipated amount of miscellaneous reimbursements from insurance claims and recoveries from damages done to County vehicles from outside sources.
- 680103**      **Sale of Fixed Assets & Other Sales** (\$45,000) is recommended unchanged representing anticipated revenue from surplus equipment auctions.
- 680401**      **Miscellaneous & Other Services** (\$1,000) is recommended unchanged and represents revenue not covered in other accounts.

### EXPENSES

- 721930**      **Cost of Inventoried Materials & Supplies Used** (\$977,000) is recommended increased \$17,000 due to changing fuel costs, materials, and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc).
- 710102**      **Permanent Salaries** (\$349,263) are recommended increased \$55,450 based on the recommended staffing level. Lead Technician position and Program Assistant.
- 710103**      **Extra Help** (\$42,138) is recommended based on anticipated workload and succession needs.
- 710200**      **Retirement** (\$127,805) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$72,455) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$3,240) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200**      **Clothing & Personal Supplies** (\$3,500) is recommended increased \$750 for protective clothing, masks, glasses, and uniform cost.
- 720300**      **Communications** (\$2,800) is recommended increased \$300 based on present cost experience.

## FLEET SERVICES

### OTHER OPERATING EXPENSES (continued)

- 720500**      **Household Expense** (\$3,500) is recommended increased \$1,000 for rags, towels, degreasers, soaps, etc.
- 720600**      **Insurance** (\$415) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605**      **Employer Share of Retiree Insurance** (\$21,000) is recommended for the Department's share of retirees' health insurance premiums.
- 720800**      **Maintenance - Equipment** (\$10,000) is recommended increased \$5,500 for maintaining equipment in the shop.
- 720900**      **Maintenance - Structures & Grounds** (\$35,000) is recommended increased \$30,000 for the maintenance of the Central Garage building and grounds. Renovation of the Central Garage asphalt parking lot cracks and resurfacing.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.
- 721300**      **Office Expense** (\$4,500) is recommended unchanged for costs of forms, parts manuals, copy costs, and general office supplies.
- 721400**      **Professional & Specialized Services** (\$82,500) is recommended unchanged for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Fuel Storage Tank License Inspector to test and inspect the County Fuel tanks as well as accounting services provided by the Auditor-Controller's Office that is more than what is collected through A-87.
- 721600**      **Rents & Leases - Equipment** (\$600) is recommended unchanged for rental of equipment the shop does not have in inventory.
- 721800**      **Small Tools & Instruments** (\$20,000) is recommended increased \$16,500 for hand tools and test equipment used by the staff. Specialty tools to work on the hybrid (electric) vehicles, mats, and padded tools to avoid shock injuries.
- 721900**      **Special Departmental Expense** (\$30,000) is recommended increased \$20,000 to fund an Internet subscription for service manuals and to update equipment, scanners, computers, new office furniture, lift rack adjustments, and update smog equipment.
- 722000**      **Transportation & Travel** (\$6,000) is recommended increased \$2,500 for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased employee training. New training will be need for all technicians in regards to the hybrid vehicles.

**FLEET SERVICES**

**OTHER OPERATING EXPENSES (continued)**

- 722100**      **Utilities** (\$20,000) is recommended increased \$2,000 based on present cost experience.
- 731000**      **Depreciation** (\$131,348) is recommended to provide funds for equipment and vehicle replacement.
- 731400**      **Intrafund Transfer** (\$97,401) is recommended to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

**VEHICLE LEASE ACQUISITIONS**

**730330/504**    **Principal/Interest (GASB 97)** (\$1,073,949) is recommended for the ongoing cost of leased vehicles. The estimated lease cost for the acquisitions proposed below is \$330,671:

<b><u>Department</u></b>	<b><u>Vehicles to be Replaced</u></b>	<b><u>Est Mileage at Trade-in</u></b>	<b><u>New Allocation</u></b>	<b><u>Vehicle Replaced With</u></b>	<b><u>Estimated Annual Lease Cost (3 Year Lease)</u></b>
Districts	2003 Utility P/U	150,000	N	4X4 ¾ Utility P/U	\$13,667
Districts	2012 Utility P/U	150,000	N	4X4 ¾ Utility P/U	\$13,667
Districts	2008 Utility P/U	151,000	N	4X4 ¾ Utility P/U	\$13,667
IT	2008 SUV	169,500	N	½ Ton Cargo Van	\$8,333
Env Health	2008 4X4 P/U	150,000	N	½ Ton 4X4 Reg Cab P/U	\$8,167
Planning	2007 4X4 P/U	150,000	N	½ Ton 4X4 Reg Cab P/U	\$8,167
Sheriff	2016 Chevy Tahoe K9	130,000	N	Chevy Pursuit Tahoe	\$30,000
Sheriff	2015 Chevy Tahoe K9	130,000	N	Chevy Pursuit Tahoe	\$30,000
Sheriff	2017 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2016 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2016 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2015 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2016 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2016 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2015 Patrol SUV	130,000	N	Patrol SUV	\$26,667
Sheriff	2016 Chevy P/U	130,000	N	½ Ton 4X4 Crew Cab P/U	\$18,334
Sheriff	New Allocation	N/A	Y	½ Ton 4X4 Crew Cab P/U	\$25,000

**FLEET SERVICES**

**VEHICLE PURCHASE ACQUISITIONS**

**740300**      **Fixed Assets** (\$400,000) is recommended for the purchase of vehicles included in the San Joaquin Valley Air Resources Board (SJVRB) grant that was submitted.

<b><u>Department</u></b>	<b><u>Vehicles to be Replaced</u></b>	<b><u>Approx. Mileage at Trade-in</u></b>	<b><u>Additional Vehicle Request</u></b>	<b><u>Vehicle Replaced With</u></b>	<b><u>Estimated Cost</u></b>	<b><u>Remarks: Recommended / Not Recommended</u></b>
Sheriff	2017 Patrol SUV	130,000	N	Hybrid Patrol SUV	\$80,000	Y
Sheriff	2016 Patrol SUV	130,000	N	Hybrid Patrol SUV	\$80,000	Y
Sheriff	2018 Patrol SUV	130,000	N	Hybrid Patrol SUV	\$80,000	Y
Sheriff	2017 Patrol SUV	130,000	N	Hybrid Patrol SUV	\$80,000	Y
Sheriff	2016 Patrol SUV	130,000	N	Hybrid Patrol SUV	\$80,000	Y

**COUNTY OF MADERA  
 BUDGET UNIT POSITION SUMMARY  
 BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **FLEET SERVICES  
 (10800)**  
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 Fund: **FLEET SERVICES**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3700	Automotive Shop Supervisor	1.0	-	1.0	-	-	-	A
3701	Automotive Technician	2.0	-	2.0	-	-	-	
3812	Parts Assistant I or			-	-	-	-	
3810	Parts Assistant II	1.0	-	1.0	-	-	-	
3702	Senior Automotive Technician	1.0	-	1.0	-	-	-	
3636	Program Assistant I or	1.0	-	1.0	-	-	-	
3637	Program Assistant II							
<b>TOTAL</b>		<u>6.0</u>	<u>-</u>	<u>6.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	

**NOTES:**

**A** Position reclassified to a Fleet Manager position to better align with job duties and expectations